



Steam Mills Primary School

**Policy and Procedure: Child Protection and
Safeguarding**

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Deputy Designated Safeguard Lead – Lisa Jenkins
Safeguarding Governor – Georgina Lewis
Chair of Governors – John Wedley

Policy and Procedure: Child Protection and Safeguarding Policy

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1. Introduction

Steam Mills Primary School is committed to Safeguarding and Promoting the Welfare of all of its students. The Governors and staff fully recognise the contribution it makes to safeguarding children. The school recognises that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical, emotional and moral development of the individual child.

The aims of this policy are:

- ❑ To support a child's development in ways that will foster security, confidence and independence.
- ❑ To raise the awareness of both teaching and support staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- ❑ To provide a systematic means of monitoring children known or thought to be at risk of harm.
- ❑ To emphasise the need for good levels of communication between all members of staff.
- ❑ To develop a structured procedure within the school which will be followed by all members of our school community in cases of suspected abuse.
- ❑ To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- ❑ To ensure that all adults who have access to children have been checked as to their suitability.

2. Commitment

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse. We also recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way and whilst at the school, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all of our students.

Safeguarding relates to:

- ❑ Staff Conduct
- ❑ Curriculum
- ❑ Managing allegations against staff
- ❑ Attendance
- ❑ Safe recruitment and selection
- ❑ Whistle blowing
- ❑ Health and safety
- ❑ Behaviour management
- ❑ Managing building design
- ❑ Child Protection
- ❑ Educational visits
- ❑ E-Safety
- ❑ Anti-Bullying
- ❑ Identification of risk and provision of early help
- ❑ Identification and protection of children at risk of radicalisation (PREVENT)

Note: This list is not exhaustive.

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

Child abuse can take a variety of forms:

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Woman can also commit acts of sexual abuse, as can other children.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during the pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment), protect a child from physical or emotional harm or danger, ensure adequate supervision (including the use of inadequate care-givers), or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3. Procedures

The school's procedures for safeguarding children will be in line with the Gloucester Safeguarding Children Board's procedures (GSCB)

We will ensure that:

- ❑ The school will have a designated member of staff with responsibility for Safeguarding and Child Protection on the Senior Leadership Team who is the Designated Safeguarding Lead or DSL. This person will undertake regular inter-agency training and refresher training every two years. There will also be a Deputy DSL. The **DSL is Mrs Marcella Scoles** and the **DDSL is Miss Lisa Jenkins**.
- ❑ All members of staff can identify potential risks and can action Early Help.
- ❑ All members of staff develop their understanding of the signs and indicators of abuse and have training at least every three years
- ❑ All members of staff are able to identify children who may be vulnerable to radicalisation and what to do when identified.
- ❑ All members of staff know how to respond to a child/young person who discloses abuse.

- ❑ All parents/carers are made aware of the responsibilities of staff members with regards to child protection procedures and the policy is made available to them.
- ❑ Staff will inform the Local Authority of any child absent without permission for 10 days or more (or earlier if concerns arise). The school will access the **Missing Persons Coordinator (Christine Pfister) on 101.**
- ❑ School will ensure that this policy is adhered to throughout provision including extended services and school trips.

All new members of staff will be given a copy of the school's Child Protection and Safeguarding Procedures as part of their induction into Steam Mills Primary School.

4. Safe Practice

The school will comply with the current Safe Practice guidance.

Safe working practice ensures that students are safe and that all staff:

- ❑ Will be asked to complete an annual Disqualification by Association declaration.
- ❑ Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- ❑ Work in an open and transparent way
- ❑ Work with other colleagues where possible in situations open to question
- ❑ Discuss and/or take advice from the school's management over any incident which may give rise to concern
- ❑ Record any incidents or decisions made
- ❑ Apply the same professional standards regardless of gender, sexuality or religion
- ❑ Be aware of confidentiality practice
- ❑ Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

5. Responsibilities

The DSL and the DDSL are responsible for:

- ❑ Adhering to Local Authority (LA) and school procedures with regard to referring a child if there are concerns about possible abuse.

- ❑ Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- ❑ Ensuring that all such records are kept confidentially and securely and are separate from student records.
- ❑ Ensuring that any student currently on the child protection register who is absent without explanation is referred to *Children's Social Care*.
- ❑ Ensuring staff receive regular training and support in all elements of safeguarding including Early help and the Prevent Duty.

Taking Action to Ensure that Children are Safe at Steam Mills Primary School and at Home

Steam Mills Primary School will ensure that:

- ❑ The school has a Child Protection and Safeguarding Policy in place in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- ❑ The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the LA or equivalent Safer Recruitment Training.
- ❑ The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- ❑ A nominated Governor responsible for Safeguarding will ensure that the school adhere to the policy and support the DSL when necessary.
- ❑ A senior member of the school's leadership team is designated as the Nominated Person for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.
- ❑ The school will review annually the workload for the Nominated Person Child Protection by requesting a report detailing related child protection work undertaken.
- ❑ Staff including the Head Teacher undertake appropriate child protection training which is updated regularly in line with GSCB guidance.
- ❑ They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- ❑ The Chair of Governors is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Head Teacher

- ❑ The school review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Governing Body will also support:

- ❑ The monitoring and evaluation of the child protection training that staff receive.
- ❑ Steam Mills Primary School reviews all aspects of safeguarding children/working practices and any further developments that are required.

The Head Teacher will ensure that:

- ❑ The Governing Body receives yearly awareness raising in respect of their roles and responsibilities in regard to Child Protection/Safeguarding.
- ❑ The Governing Body adopts appropriate policies and procedures to safeguard children at Steam Mills Primary School.
- ❑ Policies and procedures are implemented by staff.
- ❑ Parents/carers are made aware each autumn term of the safeguarding policies that are in place and who is the Nominated Person for Child Protection.
- ❑ Sufficient resources and time are allocated to carry out Safeguarding Children/Child Protection effectively.
- ❑ There is a Nominated Person Child Protection for Steam Mills Primary School who has received appropriate training for this important role.
- ❑ All staff and adults working in the school understand their safeguarding children responsibilities and are able to voice their concern if they feel a child is vulnerable or at risk.
- ❑ Staff are aware of the whistle blowing protocol and understand they must voice their concern of any individual working practices that are deemed unsafe and unprofessional.
- ❑ The school develops effective working partnerships with relevant agencies and cooperates as required in regard to safeguarding children matters, including attendance at child protection conferences and other related meetings.
- ❑ The school provides appropriate reports for child protection meetings.
- ❑ All information and records are kept confidentially and securely.
- ❑ Recruitment and vetting procedures are followed in all appointments of staff including those working in the school in a voluntary/unpaid capacity.
- ❑ Site security is in place with all visitors required to identify themselves, then sign in and sign out when leaving the school.

The Nominated Person Child Protection will coordinate action within the school and liaise with Social Care and other agencies in respect of suspected child abuse.

The Nominated Person Child Protection is **Marcella Scoles**.

The main responsibilities for the Nominated Person Child Protection are:

- ❑ To adhere to and follow procedures outlined in the Local Safeguarding Children's Board Procedures.
- ❑ To help identify signs and symptoms of abuse.
- ❑ Refer suspected cases of abuse to Social Care/Police.
- ❑ Ensure all staff receive child protection awareness raising training to help them recognise and identify signs of abuse.
- ❑ To raise awareness of child safety issues within Steam Mills Primary School.
- ❑ Ensure that the school has an up-to-date child protection policy which is consistent with the GSCB procedures. The policy should be reviewed annually.
- ❑ To attend and represent the school at child protection meetings.
- ❑ To securely manage child protection files, compiling reports, recording and sharing information appropriately.
- ❑ To ensure that all information and records are kept confidentially and securely.
- ❑ To develop good working relationships/links with Social Care, the Child Protection Officer for Education and other relevant professionals.
- ❑ To raise awareness of their role with staff, parents and children.
- ❑ To be available for staff for consultation purposes.

Steam Mills Primary School Staff (teaching and support) will report any concerns they have about a child's safety to the Nominated Person Child Protection.

They will immediately report:

- ❑ Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- ❑ Any explanation given which appears inconsistent or suspicious
- ❑ Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- ❑ Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- ❑ Any concerns that a child is presenting signs or symptoms of abuse or neglect

- ❑ Any significant changes in a child's presentation, including non-attendance
- ❑ Any hint or disclosure of abuse from any person
- ❑ Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

6. Safeguarding Information for Students

All students in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff with responsibility for child protection and know who this is. We inform students of whom they might talk to, both in and out of the school, their right to be listened to and heard and what steps can be taken to protect them from harm. There are lessons taught to students that are designed to help keep students safe.

7. Supporting Children/Young People and their Families.

The school will recognise that a child who is abused or witnessed violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

The school recognises that it may provide the only stability in the lives of children who have been abused or who are at risk of harm.

The school accepts that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, to aggressive or withdrawn.

The school will support all students by:

- ❑ Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- ❑ Promoting a caring, safe and positive environment within the school.
- ❑ Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- ❑ Notifying Children's Social Care as soon as there is a significant concern.
- ❑ Providing continuing support to a student about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the student's new school (as soon as possible).

8. Confidentiality

The school recognises that all matters relating to Safeguarding and Child Protection are confidential.

The DSL will disclose any information about a student to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

9. Supporting Staff

Steam Mills Primary School recognises that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

The school will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

10. Allegations Against Staff

It is possible that a student may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher.

The Head Teacher on all such occasions will discuss the content of all allegations with **Jane Bee (01452 426994)**, the Local Authority Designated Officer (LADO).

If the allegation made to a member of staff concerns the Head Teacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO).

Steam Mills Primary School will follow the school's procedures for Allegations of Abuse against Staff, a copy of which will be readily available in the school. The copy is in the main office.

11. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm, including radicalisation and to have their welfare promoted. Parents are made aware of who to contact if they have concerns regarding the Safeguarding of their or any other child.

We are committed to working with parents positively, openly and honestly. We respect parents' rights to privacy and confidentiality and will not share sensitive

information unless we have permission or it is necessary to do so in order to protect a child.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the DSL. Parents are made aware of our policy via the school website. Parents are also made aware that they can view this policy on request.

12. Partnerships with Others

The school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Local Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

13. Whistleblowing

The school recognises that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. There is a separate Whistle Blowing Policy for this purpose.

14. Physical Intervention

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

15. Prevention

The school recognises that it plays a significant part in the prevention of harm to our students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection and early identification of risk.

Early Help

Steam Mills Primary understands that anyone can need help from time to time and if handled effectively helps to safeguard children. Our offer of **Early Help** is designed to support all of our children and families.

The school recognises that early identification of risk is key to safeguarding all children/young people and adults. We utilise a range of approaches and services, including our PSHE curriculum and outside agencies to provide bespoke support.

All staff are available in a pastoral capacity should anyone have a concern. Whilst we may not have the answer straight away, we will endeavour to find a solution or signpost to other support.

Useful advice and information can be found online, including:

www.gov.uk

www.gscb.org.uk

www.glosfamiliesdirectory.org.uk

www.nspcc.org.uk

www.tes.com

Personal, Social and Health Education (PSHE) Curriculum (including Sex and Relationships (SRE))

Our curriculum covers many aspects of keeping young people safe, healthy, resilient and aware of the world around them so that they can make informed decisions. We tailor our curriculum around the needs of the children, using sources of information such as the Online Pupil Survey, questionnaires and individual children's feedback.

We cover aspects such as age appropriate Sex Education, Gender Equality and tolerance, Drugs, Keeping Safe (e-safety, personal safety etc.), Emotional Wellbeing (using the Thrive approach and Pink Curriculum), Relationships and Healthy Living.

Staff receive regular updates on potential risks such as Domestic Abuse, Honour Based Violence, Forced Marriage, Female Genital Mutilation, Child Sexual Exploitation etc. and know what to do should they identify a person at risk. The DSL/DDSL are responsible for coordinating the offer of Early Help.

Child Sexual Exploitation (CSE)

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them, and/ or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet/ mobile phones without immediate payment or gain. In all cases, those exploiting the child/ young person have power over them by virtue of their age, gender, intellect, physical strength and/ or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/ economic and/ or emotional vulnerability.

A screening toolkit will be completed if there are concerns. On completion, this will be sent the Gloucestershire MASH unit.

The Hollie Gazzard trust are working alongside GDASS to support teenagers who may have been subject to relationship abuse.

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

www.paceuk.info Parents Against Child Exploitation.

Bullying including Cyberbullying/E-Safety

We are committed to tackling bullying. Children are taught how to deal with any issues in school. The Pupil Parliament have written and reviewed the Anti Bullying Policy and all children know how to action it. Stop Boxes are in every room for the children to report any concerns.

Through our e-safety curriculum, children are taught how to behave responsibly online and how to seek advice if they have any concerns.

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and/or emotional.

DSL has received training on ways in which to support those involved through agencies such as Gloucestershire Domestic Abuse Service (GDASS).

www.gdass.org.uk

www.gov.uk/guidance/domestic-violence-and-abuse

The Hollie Gazzard trust are working alongside GDASS to support teenagers who may have been subject to relationship abuse.

Drugs

www.infobuzz.co.uk Service to support families where substance misuse has been identified.

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Fabricated or Induced Illness

For information on behaviours and motivation visit

www.nhs.uk/Conditions/fabricated-or-induced-illness

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Faith Abuse

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Judith Knight: Diocese of Gloucester Head of Safeguarding/faith abuse.

jknight@glosdioc.org.uk

Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

It is the duty of our school to refer to Gloucestershire Police (**Acting DI Jo Mecurio**) if there are any concerns over a child. The school will ring **999** if it is appropriate to do so.

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

Forced Marriage

A marriage in which one or both spouses do not (or in the case of some adults with support needs, cannot) consent to the marriage and duress involved. Duress can include physical, psychological, financial, sexual, emotional pressure.

Single point of contact for Forced Marriage in Gloucestershire: **Acting DI Jo Mecurio**

<https://www.gov.uk/guidance/forced-marriage>

Gangs and Youth Violence

Contact the Avenger Task Force at Gloucestershire Constabulary.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf

Gender-based Violence/Violence against Women and Girls (VAWG)

<https://www.gov.uk/government/policies/violence-against-women-and-girls>

Honour Based Violence

The police have made a high priority to help communities tackle this and hate crime.

Honour Network Helpline 0800 5999247

Mental Health

We take the mental health of our children and families seriously. We have implemented the Thrive Approach and also access outside agencies to support children and their families, including: TIC+, Family Lives and CYPs.

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>

Private Fostering

A private arrangement between a child's parent and the foster parents. Children are privately fostered if they live with someone for 28 days or more, or are placed with the intention that they will stay for 28 days or more.

Private fostering applies to children under 16 years of age (or 18 if they are disabled) and doesn't include arrangements made between close relatives. A close relative is an aunt, uncle, step-parent, grandparent or sibling, but not a cousin, great aunt/uncle or a family friend.

The law requires the private foster carer to notify the Local Authority of the agreement at least 6 weeks before the arrangement or within 48 hours of the child's arrival if it is an emergency placement.

If our school becomes aware of a private fostering arrangement, we will contact the **Children and Families Helpdesk (01452 426565)** to ensure that the LA have been notified.

<http://www.gloucestershire.gov.uk/privatefostering>

<https://www.gov.uk/government/publications/children-act-1989-private-fostering>

Preventing Radicalisation (see sub-section below)

<https://www.gov.uk/government/publications/channel-guidance>

Sexting

www.ceop.police.uk

Teenage Relationship Abuse

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

Trafficking

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Local Authority Offer of Early Help

An Early Help Hub is being developed in the locality. Services involved include the Family Information Service (access to online directory of services www.glosfamiliesdirectory.org.uk). Through the Early Help hub, the school will be able to access Forest Families First Plus to support families.

Prevent Duty

The school has due regard to the need to prevent people from being drawn into terrorism ("the Prevent Duty"), as part of or wider safeguarding duties. We promote fundamental British Values; challenging extremism within a safe place.

Staff receive training through the CHANNEL program in order to recognise the signs of radicalisation and how to act upon them.

The school community will:

- ❑ Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- ❑ Ensure that all children know where there is an adult in the school whom they can approach if they are worried or in difficulty.
- ❑ Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

16. Monitoring, Evaluation and Review

The Governing Body will review this policy annually and assess its implementation and effectiveness.